



STATE OF TENNESSEE
BOARD OF PAROLE
404 JAMES ROBERTSON PARKWAY, SUITE 1300
NASHVILLE, TENNESSEE 37243-0850
(615) 741-1673

ANNOUNCEMENT: Information Systems Manager 2 for the Tennessee Board of Parole - Nashville

The Tennessee Board of Parole is seeking a highly qualified and motivated individual to serve as the Information Systems Manager 2 in the Board's Central Office in Nashville. This Executive Appointment position is a pay grade 31 with a monthly pay range of \$4,401 to \$7,043, annual salary of \$52,812 to \$84,516. The starting salary for the appointee will be dependent upon the individual's education and experience.

The Board of Parole is an independent agency of the State of Tennessee. It is composed of seven members who are appointed by the Governor. By statute, the Board has the authority to parole eligible offenders who have served a certain percentage of their sentences. It also has the authority to revoke parole privileges if offenders do not comply with supervision rules and standards set forth for them upon their release. Additionally, the Board considers requests for executive clemency and makes recommendations on those requests to the Governor.

This person will lead the Information Systems division of the Tennessee Board of Parole under the Probation/Parole Administrator for Management Resources. The position's responsibilities include managing the development of the agency's paperless parole system and other business related systems; coding application software which interfaces with other programs and systems; writing or modifying program specifications to meet agency needs for flow of data and functional processes within the program; creating test plans and executing test runs of programs to verify agency specifications are met; and verifying accuracy of program output and ease of use for agency staff.

Additionally, this position will be responsible for designing and implementing procedures for maintenance, repair, and replacement of hardware and software; evaluating new technology for agency use and detailing the impact to current business processes; determining best practices for equipment used by agency staff; developing procedural manuals to document and train staff on systems; and creating and updating the agency's web presence. This position will also assist the administrator in the development of agency information systems policies along with the annual information systems plan.

This position manages both the system development and system maintenance tasks for the Board of Parole. The Information Systems Manager will be responsible for coordinating the duties for programming staff and technical support staff. The ideal candidate will have a bachelor's degree and five or more years of experience in one or a combination of systems analysis, systems design, application programming, network design, or technical support. Two years of supervision of information systems staff is preferred. Systems training and instruction experience is a plus.

All employees of the Board of Parole are expected to be of good moral character. A criminal history records request will be completed for any candidate receiving an offer of employment with the Board.

Pursuant to the State of Tennessee's policy of non-discrimination, the Board of Parole does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age disability, military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Submit a complete and up to date Resume to the attention of: Randi.Tarpy@tn.gov no later than close of business on **April 19, 2013**. All resumes will be reviewed and screened and interview appointments will be set with selected candidates. No phone calls please.

Applications cannot be submitted to the Department of Human Resources on NEOGOV for Executive Service job postings.